

HOS Graduate Student Conference Travel Pre-Authorization Request Form

HOS graduate students must complete and submit this form to be considered for conference travel. To see conference travel requirements, go to <http://hosgradprograms.sites.unlv.edu/conference-travel/>. Completed forms must be emailed to Diane Wrightman (diane.wrightman@unlv.edu) in the HOS Office of Graduate Programs. Within ten business days of receipt, the request will be reviewed and a decision emailed to the student.

Student Information

First Name: _____ Last Name: _____

NSHE ID: _____ Faculty Research Advisor: _____

Program of Study:

HOA HOA-MIS HOA-MBA PHD

Conference Information *(Must submit proof of acceptance to present at conference along with this form)*

Purpose of the Conference Travel.

Conference Title: _____

Location (City and State): _____

Travel Dates: _____

Type of Presentation:

Poster Panel Participants Oral Presentation Other

Description of research project you will present that was completed under the direction of a HOS faculty research advisor.

Travel Funds Request

Please complete the table below to indicate the total funds being requested. Students should use the comments box to provide additional information if needed about the expense request. **Please note that we cannot reimburse for car rental, per diem, and ground transportation.**

Category	Cost	Comments
Registration		
Airfare		
Lodging		
Other		
Other		
Total Funds Requested		

Required Signatures

Student (Type)

Electronic Signature Only

Date

Faculty Advisor or Dissertation Chair (Type)

Electronic Signature Only

Date

Office of Graduate Programs (Type)

Electronic Signature Only

Date

Associate Dean for Grad & Int'l Programs (Type)

Electronic Signature Only

Date